
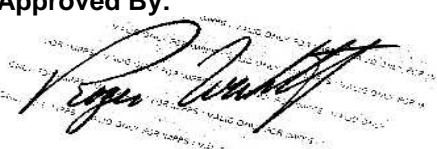



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>14-109</b>	<b>PAGE NUMBER</b>  <b>1 of 2</b>						
		<b>SUBJECT:</b>  <b>PAROLE SERVICES: Availability of Supervision Services</b>							
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Original Date Issued:</b></td> <td style="text-align: right;"><b>09-01-95</b></td> </tr> <tr> <td><b>Current Amendment Effective:</b></td> <td style="text-align: right;"><b>08-21-99</b></td> </tr> <tr> <td><b>Replaces Amendment Issued:</b></td> <td style="text-align: right;"><b>11-21-96</b></td> </tr> </table>		<b>Original Date Issued:</b>	<b>09-01-95</b>	<b>Current Amendment Effective:</b>	<b>08-21-99</b>	<b>Replaces Amendment Issued:</b>	<b>11-21-96</b>
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<b>Reissued By:</b>  <b>Policy &amp; Procedure Coordinator</b>		<p>The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Date Reissued:</b></td> <td style="text-align: right;"><b>09-19-11</b></td> </tr> </table>		<b>Date Reissued:</b>	<b>09-19-11</b>				
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## POLICY

Parole Directors shall ensure that parole staff are available to provide supervision and respond to emergencies at all times. Parole staff shall take whatever action is necessary to effect a prompt and appropriate response when the need for supervision services arises. Offenders shall be made aware that 24-hour supervision services are available and shall be informed of methods for obtaining assistance. (APPFS 3-3135)

## DEFINITIONS

Initial Personal Interview - Face-to-face contact by parole officer/intake officer and offender for the purpose of explaining rules and reporting procedures.

## PROCEDURES

### **I. AVAILABILITY OF SUPERVISION SERVICES (APPFS 3-3135)**

- A. Parole staff shall be available to provide supervision services to offenders at all times.
- B. When a parole officer is on authorized leave, the parole supervisor shall arrange to provide supervision to the officer's assigned offenders.

### **II. PROVISION OF EMERGENCY SERVICES**

- A. During the initial personal interview, the offender shall be provided with the parole officer's business card citing the parole office telephone number pursuant to the provisions of IMPP 14-104. (APPFS 3-3135)
  - 1. The offender shall also be provided with a phone number, which may be utilized to contact parole staff in the event of an emergency when the parole officer is not available.
- B. When a parole office is closed, a telephone answering device, or similar mechanism, shall provide instructions for contacting the parole officer and/or duty officer.

- C. If a parole officer must respond after normal working hours, he/she shall provide documentation of the event to the parole supervisor at the beginning of the next workday.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

K.S.A. 75-5216  
IMPP 14-104  
APPFS 3-3135

#### **ATTACHMENTS**

None.